

ATHENS-CLARKE COUNTY LIBRARY BOARD
Draft Minutes, January 10, 2012 Meeting

Meeting began with a 4:00 p.m. tour of the 2nd floor construction areas led by Mr. Bob Calcaterra, the new Project Superintendent. Those present were: Mr. Bentley, Mr. Patten, Mr. Gaither, Mr. Eberhard, Ms. Lane, Mr. Timmons, Mr. Prokasy, Ms. Bogue, Mr. Hopper, and Ms. Geddis. Mr. Boyle and Mr. Flick were absent. New members appointed by the Clarke County Commission present were Ms. Julie Darnell, Ms. Linda Dodson, Mr. David “Chip” Woods, and Ms. Diana Hartle who represents the City of Winterville. Staff members present were Mrs. Ames, Ms. Simonds, Ms. Brumby, Ms. Green, and Ms. Ovington (who recorded the Minutes).

After the call to order at 4:35 p.m., the Minutes of October 11, 2011 meeting were unanimously approved (Moved by Mr. Prokasy and Seconded by Ms. Bogue) and the agenda adopted with the amendment that the Tour happened first and not last (Moved by Ms. Bogue and Seconded by Ms. Lane).

There was no public comment. New members were introduced and welcomed.

Mamie Simonds presented the 2st Qtr FY12 Financial report to the board for informational purposes. The line item for Equipment Repair and Maintenance was discussed. The budget is within acceptable limits at 50% and was received for information.

Committee Reports

Winterville:

Ms. Hartle spoke of their Friends group and Front Porch Bookstore. As of their Board Meeting on 1/9/12 they have a circulation of 1,500 per month and are open 19 hrs per week. Storytime had 53 attend in Oct, 53 in Nov and 68 in Dec. On 12/8/11 Vince Dooley came and 54 attended, he donated 4 signed books. Beginning in April they will have a Summer Music Series, concerts in the park, every Saturday night-they'll also have a concurrent “Fill A Bag for \$10” book sale.

Endowment Committee:

Mr. Patten reported that they finally adopted the Investment Policy and sent RFPs out. They're seeking the best return on all investments.

Friends of the Library:

Mr. Boyle was absent so Mrs. Ames reported that they are still planning a *Café au Libris* in the spring. Also, there will be a series of seminars on gardening led by Dr. Alan Armitage in conjunction with the local Friends of the Botanical Gardens that starts 1/24/12 and runs for 6 programs; proceeds will be split between the two support groups.

Financial Committee:

Mr. Eberhard's report was postponed until meeting's end.

Director's Report:

Mrs. Ames reported on the tasks of the new Asst. Directors, Green and Brumby. She then reported on her meeting with Larry Walker and Doreen Poitevint (Board of Regents members) to discuss library funding and the concern of lost visibility. The meeting was very productive and the Regents committed to back the efforts discussed. Mrs. Ames then answered general questions regarding their meeting. She spoke on the big increase in the use of free eBooks, especially in Clarke County, and that more eBooks are being purchased. She gave updates on the renovation project in the Madison County branch as well as the progress of the renovation proposal at the Royston branch. She urged everyone to connect with legislative reps and ask them to restore book funds.

Financial Committee:

Mr. Eberhard reported the committee met on 1/4/12 to discuss the budget proposal to the Athens-Clarke County Unified Government. There were three requirements and the Committee's recommendations were approved unanimously by the full board: 1) The county requested a 5% reduction budget for FY13; this would be achieved by closing the Library one day per week. 2) A FY13 budget with no increase or decrease would be identical to the FY12 budget. 3) The investment of \$225,000 of entrepreneurial income funds for one year in the CIT Bank at 1.15 percent. Discussion ensued about an amendment by Mr. Eberhard to ask local banks to match the rate and keep funds within the community; Ms. Simonds will investigate so the amendment was also unanimously approved.

New Business:

Chairman Bentley distributed the new Committee List.

Unfinished Business:

Mrs. Ames stated there are 370 days left in the construction project. Major renovation will be completed Nov 2012 and areas may be reopened Jan 2013 with a dedication being planned for Feb 2013. A Committee will be named by Mr. Bentley at a later date to handle the event.. .

A proposal for RFID, radio frequency identification services, was submitted to SPLOST's Keith Sanders to be finalized within two months. Discussion ensued about companies being considered and why.

OAC (Owners and Construction Team) Meetings are twice a month and Board is invited.

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Mrs. Ames recommended that a consultant be hired to help with a new 5 Year Strategic Plan. A proposal from Gail Griffith was reviewed, discussed, and unanimously approved for funding. (Moved by Ms. Bogue, Seconded by Mr. Prokasy).

Per Mrs. Ames, Varsity Hot Dog Day sponsored by the Georgia Council of Public Libraries will be held in the Capitol Room on 1/26/12 from 11-1 and everyone was encouraged to come lobby on behalf of library services.

Mrs. Ames then showed a chart with State library materials grants and Inflation over the years that should make the case to the legislators more readily.

The next meeting is April 10th, 2012 at 4:00 p.m.
<<The April date was rescheduled for May 3rd at 10 am.>>

The meeting was adjourned at 5:25 p.m.

ATHENS-CLARKE COUNTY LIBRARY BOARD
Draft Minutes, May 3rd, 2012 Meeting

Chairman Nale called the meeting to order at 10:00 a.m. Those present were: Mr. Bentley, Mr. Gaither, Mr. Eberhard, Ms. Lane, Mr. Timmons, Mr. Prokasy, Ms. Bogue, Mr. Hopper, Ms. Geddis, Mr. Flick, Mr. Boyle, Ms. Darnell, Ms. Dodson, and Mr. Woods. Mr. Patten and Ms. Hartle were absent. Consultant Gail Griffith was present. Staff members present were Mrs. Ames, Ms. Simonds, Ms. Brumby, Ms. Green, and Ms. Ovington (who recorded the Minutes).

After the call to order at 10:00 a.m., the Minutes of January 10, 2012 meeting were unanimously approved (Moved by Ms. Bogue and Seconded by Mr. Hopper) and the agenda adopted (Moved by Ms. Lane and Seconded by Ms. Bogue).

There was no public comment.

Mamie Simonds presented the Financial Report to the board. Mrs. Simonds stated that we are in the 3rd Qtr of FY2012 and should be at around 75% of the total budget. She said that we were at 74.45% on the revenues, and 71.67% expenditures. The overage of approximately \$45K is due to frozen positions. The total wages were at 71.37% of the total annual budget. Fines are reported as low, however copy money has increased. Utilities are also high on the expenditure side. Mrs. Simonds and Mrs. Ames stated that Keith Sanders from the Athens-Clarke County SPLOST office would reimburse the library for any bills that may be higher due to construction. Mrs. Simonds stated that she has prepared a spreadsheet for Mr. Sanders that shows the gas, electricity and water bills from last year and this year as documentation. Passport revenues are at \$29,444 and the balance in the Passport account is \$286K.

There were no Committee Reports.

Director's Report:

Mrs. Ames reported on meeting with politicians to advocate for library funding, including for the NE Talking Book Center. Her report included information on a change to reduce holding for Galileo. Planning processes were also discussed, as was public art, recent grants obtained, the PLA convention attended by ACCL Directors, and budget issues.

Announcements:

Mr. Sean Boyle has accepted the role of Treasurer for the ACCL friends of the Library group.

**GAIL GRIFFITH BEGAN TRAINING SESSION
FOR THE ACCL 4-YEAR STRATEGIC PLAN**

The next meeting is July 10th, 2012 at 4:00 p.m.

The meeting was adjourned at 12:00 p.m.

ATHENS-CLARKE COUNTY LIBRARY BOARD
Draft Minutes, July 10, 2012 Meeting

Chairman Bentley called the meeting to order at 4:00 p.m. Those also present were: Mr. Gaither, Mr. Eberhard, Ms. Lane, Mr. Timmons, Mr. Prokasy, Ms. Bogue, Mr. Hopper, Mr. Flick, Mr. Boyle, Ms. Darnell, Ms. Dodson, Ms. Hartle, Mr. Patten, and Mr. Woods. Ms. Dodson and Ms. Geddis were absent. Staff members present were Mrs. Ames, Ms. Simonds, Ms. Brumby, and Ms. Ovington (who recorded the Minutes).

After the call to order, the Minutes of May 3rd, 2012 meeting were unanimously approved (Moved by Mr. Prokasy and Seconded by Mr. Timmons) and the Agenda adopted with the addition of the Marilyn Wolf-Ragatz with Athens Cultural Affairs Committee presentation being added for public comment (Moved by Mr. Hopper and Seconded by Ms. Lane).

Mrs. Wolf-Ragatz gave a PowerPoint presentation on their organization being funded for public art, including art for SPLOST projects under or related to construction, so the area by the bus stop at Dudley Dr. was discussed. Next steps for the idea of putting public art there include a summer call for local artists (who might also work with children on the educational angle of the project). There was a recommendation that the Board have the ACAC move forward with the corner plaza public art project (Moved by Ms. Bogue and Seconded by Ms. Lane, then unanimously approved).

Financial Report –

Mrs. Simonds presented the Financial Report to the board. She reported that we are closing out fiscal year 2012 ending June 30, 2012. Revenues were at 99.91% and expenditures were at 94.49%. The revenues over expenditures were due to the fact that there are still several frozen positions not filled. State monies were totally expended. Passport revenues were at \$37,720, and the balance in the passport account is \$299,212.16. Mrs. Simonds stated that the finance committee has recommended that up to \$225K of that will be invested in Georgia Fund 1.

Mrs. Simonds also pointed out the outside revenues that the regional system receives with Athens-Clarke County Grants at the top of the chart.

Committee Reports

Winterville:

Ms. Hartle reported they made almost 2k on their bag of books fundraising effort at the Marigold Festival (where \$10 fills a bag with books). Their music program continues. They had 138 people participate in the Summer Reading Program.

Endowment Committee:

Mr. Patten discussed the price points for the brick pavers for outside the entrance; there are potential 20 donors who were sent the Naming brochure. They want to have an event with the Friends of the Library at the end of the project.

Athens-Clarke County Library Board
July 10, 2012

Friends of the Library:

Mr. Boyle reported a number of fundraisers including a benefit with Town and Gown Theatre, "Gardens of the World" at the State Botanical Gardens. The next book sale is slated for April 2013, and there is the tentative date of April 6, 2013 for a Family Fun day. Mr. Hopper asked, "Is the ACAC is intending on coming to the FOL for any funding?" Mr. Boyle said he will ask.

Director's Report:

Mrs. Ames reported on having the Children's Dept. close for 3 days as we move, for safety purposes.

FY2013 Budget Approval:

Mrs. Simonds presented the Athens-Clarke County Budget Proposal FY2013 and it was approved by the Board unanimously (Moved by Ms. Bogue, Seconded by Mr. Timmons). Mrs. Simonds stated that although the County did not give an increase, the challenge was to keep the same salary budget but incorporate the state-mandated Georgia Health Insurance increase from 18.534% to a flat rate of \$743/ month per employee, and the Teachers Retirement increase from 10.28% to 11.41%. Much discussion about this topic ensued, including setting up potential meetings with Legislators.

Athens-Clarke County Contract:

The Executive Committee voted on this previously, it was approved and was presented to the Board for information on this action.

Nominating Committee Selection:

Mr. Woods volunteered to be on this Committee. Mr. Timmons and Ms. Lane agreed to be on it. Chairman, Vice-Chairman and Treasurer will be voted on at the October meeting and take office in January 2013.

Unfinished Business:

The RFID contract will be with 3M. Five years of free maintenance is included. There will be 7 self-check units, and 13 Automated Materials Handling bins behind glass so patrons can view books as they are checked in and sorted.

The Strategic Plan was discussed by Donna Brumby, moving along well with consultant Gail Griffith.

The meeting was adjourned at 5pm (Moved by Ms. Bogue, Seconded by Mr. Timmons).

This Board is to meet on September 11, 2012, at 10 am to work with Gail Griffith more on the Strategic Plan.

The next quarterly Board Meeting is October 9th, 2012 at 4:00 p.m.

**ATHENS-CLARKE COUNTY LIBRARY BOARD
CALLED BOARD MEETING TO WORK ON STRATEGIC PLAN
Draft Minutes, September 11th, 2012, 10 am**

Chairman Bentley called the meeting to order at 10:05 a.m. Those present were: Mr. Bentley, Mr. Gaither, Mr. Eberhard, Ms. Lane, Mr. Prokasy, Ms. Bogue, Mr. Hopper, Ms. Geddis, Ms. Darnell, Ms. Patten, new Board member Linda Jones of Winterville, exiting board member Ms. Hartle, and Mr. Woods. Ms. Dodson couldn't find a parking spot and Mr. Boyle was absent. Mr. Flick and Mr. Timmons came in late. Consultant Gail Griffith was present. Staff members present were Mrs. Ames, Ms. Brumby, Ms. Green, and Ms. Ovington (who recorded Attendance then was excused).

The called meeting's agenda was adopted unanimously (Moved by Ms. Lane and Seconded by Ms. Bogue).

The meeting was a work session wherein Board members reviewed the progress of the Strategic Plan planning process and will soon receive copies in advance of the October meeting for final editing.

*GAIL GRIFFITH BEGAN PLANNING SESSION
FOR THE ACCL STRATEGIC PLAN*

The meeting was adjourned at 12:15 pm (Moved by Ms. Lane, Seconded by Mr. Eberhard).

The next meeting is October 9th, 2012 at 4:00 p.m.

ATHENS-CLARKE COUNTY LIBRARY BOARD
Draft Minutes, October 9, 2012 Meeting

Chairman Bentley called the meeting to order at 4:05 p.m. Those also present were: Mr. Gaither, Ms. Lane, Mr. Timmons, Mr. Prokasy, Ms. Bogue, Mr. Hopper, Mr. Flick, Mr. Boyle, Ms. Darnell, Ms. Dodson, Ms. Geddis, and Mr. Woods. Mr. Patten, Mr. Eberhard, and Ms. Jones were absent. Mr. Prokasy left at 5:30pm. Staff members present were Mrs. Ames, Ms. Simonds, Ms. Brumby, Ms. Green, and Ms. Ovington (who recorded the Minutes).

After the call to order, the Minutes of the July 10th and Sept. 11th meetings were both unanimously approved (Moved by Ms. Bogue and Seconded by Ms. Lane). The Agenda was then adopted unanimously (Moved by Mr. Timmons and Seconded by Mr. Hopper). There was no Public Comment.

Financial Report –

Mrs. Simonds gave the 1st Qtr FY13 Financial report. ACCL is at 24.71% revenues and 22.93% expenditures. Operating costs are slightly higher than normal. Mrs. Simonds explained that she is submitting the utility bills to Keith Sanders, and the County will pay any overages there may be due to construction. Mrs. Simonds did say that more money may be needed in the Utility budget in order to make projected expenditures. Svea Bogue asked about the high equipment purchase costs, and Mrs. Simonds explained that we had some household equipment such as an extractor and vacuum. Mrs. Dodson asked about the posting of interest on the savings account and certificates of deposits. Mrs. Simonds explained that this was a timing issue and interest is posted when the certificates become due throughout the fiscal year.

Staff Report –

New Adult Services Supervisor Sarah Reynolds was introduced, and she relayed to the Board a bit about her background and experience, as well as details on where she would be working.

Committee Reports

Winterville:

In the absence of Winterville representative Linda Jones, Donna Brumby reported on the success of this year's Summer Reading Program at the Winterville Library, noting Branch Manager Toby Mayfield's appreciation of volunteers who helped with the finale. She also noted the growing number of participants in Winterville's pre-school story times, with a total of 144 attending story times at the library in July 2012. They circulated 2,423 materials in July.

Friends of the Library:

Mr. Boyle reported a number of fundraisers including a benefit with Town and Gown Theatre and the "Gardens of the World" at the State Botanical Gardens. The inquiry was made about whether or not credit cards can be used for pavers.

Endowment Committee:

In Mr. Patten's absence, Mrs. Ames discussed the Endowment/Friends of the Library Gala event slated for the end of the project on Sat., Feb, 2nd. All board members, past & present, will be invited to tour the building and enjoy food and beverages. Janet Klepper is advising the planners.

Nominating Committee:

Ms. Lane reported on their recommendations for new Officers: Mr. Hopper as Chair, Mr. Eberhard as Vice-Chair, and Ms. Dodson as Treasurer. A motion passed unanimously to accept their recommendations (Moved by Mr. Prokasy and Seconded by Ms. Bogue). These Officers take on their new roles January 2013. Mr. Timmons, Ms. Lane, and Mr. Patten were all thanked for their involvement with the Board (some are eligible to come back on after a one year hiatus). Three new board members will now be chosen by the County Commission and Mayor.

Director's Report:

Mrs. Ames began her report focusing on the most recent Building Report that is distributed to all ACCL staff bi-weekly. She discussed in detail not only the logistics of how many times and where staff had to move depts. and books but also how extraordinarily well the staff has been throughout. She said she has been delighted by the extent to which the departments here pull together and can rely on one another. She said they are hoping to have most of the renovation completed by end of year.

Strategic Plan Report:

Mrs. Ames then discussed the results of the recently completed Strategic Plan project, referring members to a handout of drawn up Goals and Strategies, saying the Board needed to give the final go-ahead. She said what was missing would be the impact of the plan on staff, collections, and on technology as well as space (which has been addressed). The dollar figures are being worked on, but first the Board must approve the planned direction for the future. Donna Brumby broke down some major goals that even the Board helped with such as Lifelong Learning, stressing that the statistics were gathered from staff input, patron input, past statistics, and the Core Team making decisions as the meetings progressed. She said the objectives are centered toward what patrons would say they were getting, what their views were on how we are doing, not how much work we could do but rather how much benefit could come from it. Mrs. Ames then gave an example of how the Lifelong Learning objective is already being met in a new proposition: Carol Cofer was on the Steering Committee and was with the Regional Development Commission. Ms. Cofer proposed to Mrs. Ames that a mobile computer lab/RV that is under the Governor's Office be used by the library system and asked for proposals. Use of the vehicle that has computers in it would include gas, insurance, maintenance, and a driver who was also a trainer—it might be used until July, possibly after that. Mrs. Ames said a proposal will be submitted regarding a

developed curriculum (Intro classes on Keyboard/Mouse/WORD, etc.) and advertisement for the free service. Other details of the Strategic Plan were discussed. A motion passed unanimously to accept the final Four-Year Strategic Plan goals and objectives that will outline the future of the ACCL (Moved by Mr. Gaither and Seconded by Mr. Timmons) – & discussion regarding how impressive consultant Gail Griffith was.

Policy Review:

Behavior Policy - After much discussion, the wording of this policy will now state “Food and drink is permitted only in designated areas”, those being the vending and gift shop areas. A motion passed unanimously to accept this change (Moved by Mr. Timmons and Seconded by Ms. Bogue). Staff eating only in Break Room was clarified.

Meeting Room Policy – After much discussion on proposed changes, an amendment to the proposed policy was unanimously approved saying there would be no charge for one section of the multi-purpose room (Moved by Ms. Bogue and Seconded by Mr. Timmons). A vote then ensued to pass the newly-amended proposed policy--unanimously passed (Moved by Ms. Dodson and Seconded by Mr. Gaither).

Computer/Internet Policy – A couple of policies have been combined for the proposed policy, and one thing was added: that patrons may use headphones but the volume must not be heard by others in the area. After discussion, a motion was put forth to accept the proposed changes (Moved by Ms. Bogue and Seconded by Ms. Lane), it passed unanimously.

Exhibits Policy will be worked on at a later date.

Other:

Donna Brumby announced that the ACCL has been awarded a \$1,450 mini grant from AthFest Educates! The grant will purchase ukuleles and fund afterschool programs at the library for introducing children to playing the ukulele. Eventually the library will check out ukuleles to patrons.

Chairman Bentley again thanked the exiting Board members and presented them with certificates as well as gift books that will be placed into Circulation in honor of their service to our library.

The meeting was adjourned at 5:35pm (Moved by Mr. Hopper, Seconded by Ms. Bogue).

The next quarterly Board Meeting is January 8th, 2013 at 4:00 p.m.

ATHENS-CLARKE COUNTY LIBRARY COMMITTEES 2012

EXECUTIVE COMMITTEE

Cecil Bentley, Chairman
Dennis Hopper, Vice Chairman
Wally Eberhard, Treasurer
Regional Library Board Members: Cecil Bentley, Svea Bogue, Fran Lane, John Timmons

FINANCE COMMITTEE

Wally Eberhard, Chair
John Gaither
William Prokasy
John Timmons
Linda Dodson

PERSONNEL COMMITTEE

Warren Flick
Dennis Hopper
William Prokasy
Diana Hartle

POLICY ISSUES COMMITTEE

Svea Bogue, Chair
Warren Flick
David "Chip" Woods

BOOK ACTION COMMITTEE

Sean Boyle, Chair
Janet Geddis
Brandon Patten
Julie Darnell

PUBLICITY COMMITTEE

Wally Eberhard, Chair
Sean Boyle
Janet Geddis

SPLOST BUILDING/GROUNDS COMMITTEE

Svea Bogue
John Gaither
Dennis Hopper
Fran Lane
John Timmons

ENDOWMENT LIAISON

Svea Bogue
Brandon Patten

FRIENDS LIAISON

Sean Boyle

STEERING COMMITTEE

Wally Eberhard
Fran Lane
William Prokasy

Chairman and Director are Ex-officio members of all committees and should be notified of all meetings. All meetings shall conform to Open Meetings requirements.

**ATHENS-CLARKE COUNTY LIBRARY BOARD
2012 ATTENDANCE RECORD**

	January	April (May 3)	July	October
Cecil Bentley	X	X	X	X
Svea Bogue	X	X	X	X
Sean Boyle	ABSENT	X	X	X
Julie Darnell	X	X	X	X
Linda Dodson	X	X	ABSENT	X
Wallace Eberhard	X	X	X	ABSENT
Warren Flick	ABSENT	X Late, in @10:40am	X	X
John Gaither	X	X	X	X
Janet Geddis	X	X	ABSENT	X
Diana Hartle	X	ABSENT	X	-
Dennis Hopper	X	X	X	X
Linda Jones	-	-	-	ABSENT
Fran Lane	X	X	X	X
Brandon Patten	X	ABSENT	X	ABSENT
William Prokasy	X	X	X	X
John Timmons	X	X Late, in @10:50am	X	X
David Woods	X	X	X	X